

MEMORANDUM FOR: NOAA Grant and Cooperative Agreement Recipients

(Signed June 26, 2002)

FROM: Steve Drescher, Policy Advisor
Grants Management Division

SUBJECT: Important Update Regarding ASAP Payment System

As you are aware the National Oceanic and Atmospheric Administration (NOAA) began using the Department of Treasury's Automated Standard Application for Payment (ASAP) system in May 2002. In anticipation of any unexpected delays as a result of the Department of Treasury enrollment process, in March you received authorization to drawdown funds from FADS on or before April 24, 2002, sufficient to cover your anticipated cash needs from the NOAA payment system, thru June 30, 2002. NOAA and the Department of Treasury are continuing to make the transition to move all NOAA grantees to the ASAP payment system. We have made substantial progress to that end. However, NOAA wants to ensure that the important work your organization is undertaking continues without interruption. We need your assistance to complete this transition. There are several scenarios to consider. Please choose the scenario that best describes your particular situation and take the appropriate action:

Scenario 1:

If your organization is already using ASAP through another Federal Agency (e.g., Department of Energy) please use the enclosed CAMS Grant Profile Form to provide the existing Requestor ID, Recipient ID, and a point of contact for your NOAA grant awards. Please fax the completed form to the NOAA Grants Office. When the NOAA Grants Office receives this information, we can we can set up your ASAP NOAA account.

Scenario 2:

If your organization has been contacted by the U.S. Department of Treasury to enroll in ASAP, please send Treasury the information that they require immediately. If you do not provide the information to Treasury you will not be able to access your NOAA grant funds. Once Treasury provides your organization with a Requestor ID and Recipient ID, please forward that information to the NOAA Grants Office so that we can set up your ASAP NOAA account.

Scenario 3:

If your organization has not been contacted by the Department of Treasury please follow these instructions:

Complete the Standard Form 270, Request for Advance or Reimbursement, located at <http://www.whitehouse.gov/omb/grants/sf270.pdf> and fax it to the NOAA Grants Office with the required CAMS Grant Profile Form. You are authorized to make a one time request of enough funding to carry out the statement of work described in your grant award(s) for the period July 1, 2002, through September 30, 2002. NOAA will expedite an electronic funds transfer to your bank. NOAA will coordinate with the Department of Treasury to ensure that your organization is contacted and enrolled in ASAP. Effective October 1, 2002, organizations that have been paid from the SF-270 will begin to draw funds through ASAP.

REMINDER: For those entities covered under 15 CFR Part 14 where the Cash Management Improvement Act (CMIA) and its implementing regulations do not apply, interest earned on Federal advances deposited in interest bearing accounts shall be remitted annually to the Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Interest amounts up to \$250 per year may be retained by the recipient for administrative expense. State universities and hospitals shall comply with CMIA, as it pertains to interest. If an entity subject to CMIA uses its own funds to pay pre-award costs for discretionary awards without prior written approval from the Grants Officer, it waives its right to recover the interest under CMIA.

For those entities covered under 15 CFR Part 24 except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency. The grantee or subgrantee may keep interest amounts up to \$100 per year for administrative expenses.

Please keep this letter in your official grant file for auditing purposes.

For more information regarding ASAP go to <http://www.fms.treas.gov/asap/index.html>. I apologize in advance if your organization receives multiple letters regarding this very important change to the existing payment method. If you have any questions regarding this letter, or NOAA's implementation of ASAP, please contact the NOAA Grants CAMS team:

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Enclosures